

SPA Work Away Meeting November 17, 2009

PowerPoint Notes

Slide 1

Welcome to our 2009 meeting. Thanks for including us in your day. As you know, this is our first webinar meeting and we have a lot to cover in this hour.

Slide 2

Today, we'll cover the items on our agenda.

Awards and Recognition

Our goals for 2010

Highlights of our program since our 2009 meeting.

Special guest. – The Clean Air Campaign

Questions

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In 2008, our goal was to have 25% of each agency's eligible employees in telework and/or other Work Away options.

The key word is eligible. We realize that not every employee or job is a good candidate for telework AND that some other option may be more suitable for a particular situation. That's why our designations are so broad.

What's more important is that agencies support the program by reporting on time, seek ways to promote the program, and ask for help when needed.

When we began in 2003, some thought that this would not last. But because of your support, changing times, and various emergencies over the years, our program and our agencies have been recognized as being proactive.

We thought that a good way for agencies to become recognized nationally was to achieve the Best Workplaces for Commuters designation. Best Workplaces was an easy way for state agencies to be recognized for doing what we already do. Offer telework, compressed workweeks, guaranteed ride home, pre-tax transit, and make good use of resources to expand our program, such as the Clean Air Campaign.

Several agencies met that challenge in 2008, so we pushed the envelope for 2009.

Increase participation to 35%. Again, for eligible jobs and employees in those jobs. The newer challenge was to indicate on job postings if jobs offered were possibly eligible for telework. Just a line added to job announcements. Again, several agencies met that challenge.

The final challenge for 2009 was to report the number of employees using alternate transit. Now that was a REAL challenge for some agencies, as some agencies have very large populations or other reasons. Again, we only needed numbers. And some of you met that challenge as well. Thank you.

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So each year, we built on what we had previously asked. 2009 has truly been a challenge.

Slide 5

Seven agencies met each challenge. Their achievement will be noted in *The Georgia Statement*. They are:

The Department of Administrative Services

The Dept of Banking and Finance

Bright from the Start – the Department of Early Care and Learning

The Georgia Forestry Commission

The Georgia Bureau of Investigation

The State Board of Workers' Compensation

And the Department of Human Resources.

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These agencies worked hard to achieve the goal. Management support is one reason, but feel free to contact them for the other keys to their success.

Slide 7

Four other agencies were close—very close. I look to see them in the “big win” column next year. They achieved Best Workplaces for Commuters designation and met most of the other criteria for the Governor's Award.

Georgia Department of Natural Resources.

Georgia Department of Corrections

Georgia Department of Transportation

And State Personnel Administration.

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I know that everyone cannot see the PowerPoint presentation, so bear with me as I go through the list of Work Away Honor Roll agencies. And if you do not hear your agency's name read, let's work together so that it is on the list next year. There are four slides.

What does Honor Roll mean? You report, you reply, you respond, you use resources.

Slides 9 – 11

No narrative.

Slide 12

For this final challenge of Governor Sonny Perdue's administration, we will use data collected from January 1 through June 30.

What does 50% eligibility mean? You determine the eligible jobs and eligible employees in those jobs. Use your resources—Work Away and the Clean Air Campaign for assistance in determining eligibility.

We will assume that all jobs are eligible in your organization unless we hear otherwise.

Alternate transit information can be gathered through HR/Payroll with number of employees purchasing passes and monthly cards and/or surveying those employees.

Again, we can partner with services offered by The Clean Air Campaign to gather some of this information.

How will we mark the end of the challenge? A celebration in mid-September. This event will be held at an appropriate venue with invitations extended to the Governor's Office, Agency Heads, and HR Directors to honor YOU and your hard work.

You may have noticed that we are not including Best Workplaces for Commuters designation since they are now charging a membership fee of \$230.

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Consider these tips on how Work Away can work for your organization.
View options as a business strategy. How do they fit in your organization?
Consider the importance of meeting customer service needs while addressing work-life balance for your employees.
Encourage your agency to participate in upcoming surveys.
Utilize the services of The Clean Air Campaign. They have staff available waiting to help our organizations become even more successful.

Slide 14

A lot has happened since our last meeting.
We have a video, "Is Telework for You?", that is a good starting point for employees who may wish to consider telework. It's also a good tool for managers who may need additional information. It's available at the SPA site at the Work Away offering.
The Sample Alternate Work Schedule calendars are on the site as well. We have Schedule A with Monday off and Schedule B with Friday off. The Compressed Workweek samples are available by sending an email.
Telework Training for Employees and Managers will be in webinar format for 2010.
Using this method will give participants a chance to interact and ask questions, gaining more clear understanding of telework.
The surveys are for you and your employees. We will work with SPA and The Clean Air Campaign to survey employees and managers, including Alternate Schedules, Telework, and Alternate Transit.

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(End narrative.)